

NM HAN (Health Alert Network) Registration Guide

Please follow the on-screen directions provided through the link below and/or refer to this guide below for step-by-step directions. **Be sure to provide all of the requested information.**

1. Click on <https://member.everbridge.net/index/453003085613008#/login>
2. **You need to set up a new account by clicking on the 'Sign-up' link.**
3. On this page fill in the following information:
 - a) Username. Create and enter your user name, following the rules outlined for username.
 - b) Your first name. Enter your first name.
 - c) Your last name. Enter your last name.
 - d) Password. Create and enter your password, following the rules outlined for your password.
 - e) Confirm your password.
 - f) Select a security question from the drop-down menu.
 - g) Provide an answer to your security question.
 - h) Enter your email address. **Do not use a Yahoo address; for technical reasons, we cannot send alerts to Yahoo email addresses.**
 - i) Check the "I accept the terms of use" box. (Only if you agree)
 - j) Click the 'Create Your Account' bar at the bottom of the page.
4. Now you should be in the **Profile Page**. Your name will be automatically filled in.
5. Next, complete 'Here's how to contact me'. The system asks for 3 modes of communication. NMDOH will send all non-urgent and non-emergent HANs to only your work email.

IMPORTANT: *'Wrk Phone-Direct Ext'* is only for those numbers where one directly dials a phone number and an extension number to reach you; you always need to provide the direct dial extension number. **If you want to provide a second work phone, put that number in the 'Alternate Work Phone' field.**

In order to be reached quickly during a public health emergency please prioritize your selected modes.

Note: Using the up and down arrows on the left side of the page you can prioritize your contact method preferences in the order you wish to receive them.

6. Click the **'Save and Continue'** bar.
7. You should now be at the **'My Location'** page.
 - a) **Location Name - will be 'Work'**. *You can have only one work location.*
 - b) Country is 'United States'.
 - c) **Required** - Address - enter your **physical/street work address – no mail stop code or P.O. Box.**
 - d) Provide, if applicable - Apt/Suite/Unit - enter your suite or unit number.
 - e) **Required** - City - enter your work city.
 - f) **Required** - State/Province - select from the drop down menu.
 - g) **Required** - Postal code - enter your five-digit postal zip code.
 - h) **Click verify my location.** A map will appear where you can verify your location you entered.
 - i) If you wish to enter an additional location such as your residence, follow the same steps.
 - j) Once you have verified your location click the **Save and Continue** bar.
8. You should now be on the **'My Information'** page.
 - a) **Required** - Business County. Enter the county of your work location from the dropdown menu.
 - b) **Required** - Business Name. Enter your work business name.
 - c) **Physician Medical Specialty applies to physicians only.**
 - d) **Required** - Job Title. Enter your Job Title.
 - e) Professional Designation. Identify whether you are a MD, DO, CNP, NP, RN, etc.
 - f) Click the **Save and Continue** bar.
9. You should now be at the **Review the 'Information You Entered' page.**
Review your information you entered and if you need to change any information click the edit and change the information you need to replace.
10. Click on the **Finish** bar.

You have successfully signed up in the New Mexico Health Alert Network!

If you need assistance or have any HAN-related requests, please contact the NM HAN Helpdesk at han.helpdesk@state.nm.us or call 505-476-8225.